

UTILITY SERVICEPERSON

PURPOSE: Perform semi-skilled and skilled water and gas utility work.

FUNCTIONAL AREAS In training, under supervision:

1. Perform maintenance and repairs to furnaces and other gas appliances.
 - * A. Perform removal, cleaning and reinstallation of main burners, pilot burners, safeties, blower assemblies, filters, clean-out doors, vent bonnets, gaskets, etc.
 - * B. Inspect combustion chambers for cracks, holes, or water leaks.
 - * C. Perform lubrication of vent motors, circulating pumps and motors, drive motors, and blower assemblies.
 - * D. Inspect and adjust or replace fan belts.
 - * E. Inspect furnaces and other gas appliances for improper installations and for unsafe conditions such as improper venting or gas leaks.
 - * F. Perform basic electric checks on furnaces.
 - * G. Inspect condition of breaching and liner tee's.
2. Perform gas and water meter work.
 - * A. Operate a variety of equipment used for gas leak detection, meter and regulator testing, and air monitoring.
 - * B. Investigate gas leak reports and consumption complaints.
 - * C. Perform gas leak survey work and troubleshoot hard - to find gas leaks using flame ionization equipment, and classify leaks.
 - * D. Determine location of and operate water curb boxes and gas riser shut offs.
 - * E. Perform installations and removals of water meters, gas meters, gas meter loops, regulators, and reliefs.
 - * F. Perform installations, troubleshoot, and make repairs to remote read systems.
 - * G. Record consumption data from gas and water meters.
 - * H. Test water and gas services.
 - * I. Test, repair, and calibrate water and gas meters.
 - * J. Perform the disassembly, cleaning, and rebuilding of gas meters, water meters, regulators, and relief valves.
 - * K. Test regulators and reliefs.
 - * L. Perform work to thaw water services as needed.
 - * M. Perform work to install guards for gas services.
3. Perform routine maintenance and venting work.
 - * A. Perform routine maintenance on air-handling units, air conditioning units, roof units, and roof vents.
 - * B. Perform routine maintenance as needed.
 - * C. Provide information to customers on problems and/or code violations with venting or duct work for gas appliances, and follow-up on code violations.
 - * D. Inspect and repair venting of gas appliances.
 - * E. Estimate materials and labor for venting and gas piping work.
 - * F. Perform plumbing and venting of gas appliances.
 - * G. Assist other employees in venting related work.

4. Perform plumbing work.
 - * A. Assist in the installation of gas emergency overland gas line services to existing house piping.
 - * B. Perform work to repair gas leaks on gas meter sets.
 - * C. Perform work to gauge water services.
 - * D. Make repairs to water meter sets.
 - * E. Install hydrant water meters.
5. Perform related office work.
 - * A. Operate communication equipment to obtain and dispatch orders.
 - * B. Record information on service orders, inspection orders, work orders, etc.
 - * C. Maintain accurate logs and records.
 - * D. Operate computer to locate pertinent information.
 - * E. Advise utility customers of necessary gas appliance maintenance or needed repairs.

JOB REQUIREMENTS

1. Education and Experience Requirements

- ** A. Completion of an accredited program in electrical or electronic technology; or two (2) years of verifiable experience in electrical work; or equivalent combination of education and experience.

2. License Requirement

- ** A. Possession of a valid Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

3. Knowledge Requirements

- ** A. Knowledge of basic electricity and electronics.
- ** B. Knowledge of basic math to calculate input, areas, volumes, flows, and price.
- C. Knowledge of defensive driving techniques and vehicle operation regulations.
- D. Knowledge of the principles, methods, equipment, and materials used in water and gas utility work.
- E. Knowledge of the principles, methods, equipment, and materials used in water and gas meter installation and repair, gas venting, and gas plumbing repair.
- F. Knowledge of the principles, methods, equipment, and materials used in gas appliance installation and maintenance.
- G. Knowledge of the proper procedures and instruments used in testing water and gas lines.
- H. Knowledge of applicable safety precautions and safe work methods.
- I. Knowledge of local and national codes pertaining to venting gas appliances, gas piping and water service.

4. Skill Requirement

- ** A. Skill in the use of hand and power tools.
- B. Skill in the use of water and gas testing instruments used in the calibration of equipment and gas leak detection.

5. Ability Requirements

- ** A. Mechanical ability.
 - ** B. Ability to accurately read and enter numerical figures.
 - C. Ability to take measurements for shop fabrication.
 - ** D. Ability to safely operate required motorized equipment.
 - ** E. Ability to follow oral, written, and diagrammatic instructions.
 - ** F. Ability to establish and maintain effective working relationships with co-workers and with the general public.
 - ** G. Ability to work outdoors year round in all types of weather.
 - ** H. Ability to work at heights on ladders, scaffolds, power lifts, and roofs.
 - ** I. Ability to frequently kneel and stoop when working on equipment.
 - ** J. Ability to work in dusty conditions.
 - ** K. Ability to work in confined spaces.
 - ** L. Ability to routinely lift and carry items such as burners, vacuum cleaners and toolboxes weighing up to 30 pounds.
 - M. Ability to routinely lift and carry items such as two inch water meters weighing up to 45 pounds for employees assigned to the Meter Shop.
 - N. Ability to occasionally lift, carry with assistance and position equipment weighing up to 90 pounds, such as gas meters.
 - O. Ability to remove and replace manhole covers weighing up to 100 pounds with the use of a hook or other mechanical leverage.
 - ** P. Ability to work rotating, variable, and expanded shifts and/or be called in for emergency work with little or no advance notice.
 - Q. Ability to become qualified to do all the "covered tasks" as mandated under the Operator Qualifications rule put forth by the Department of Transportation Office of Pipeline Safety.
 - R. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (J.A.T.C.).
 - ** S. Ability to attend work on a regular basis.
- * Essential functions of the job.
- ** Job requirements necessary on the first day of employment.

Anlst: KG	Date: 07/06/04
Union: Basic	Pay: 25A **
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CC: 20040726	Res: 04-0486R